

We are pleased to announce that the Department of Administration's Leasing Section and Division of Purchases have joined forces to offer a unique training opportunity.

LEASING:

As of February 4, 2011, an Energy Audit is required for EVERY LEASE and LEASE RENEWAL. Therefore, the Leasing Section will go through the required data input of an Energy Audit and show you how to generate an Energy Audit report, complete with your Energy Audit Score, what type of score we're looking for, and what that score means to your landlord. We'll talk about what the landlord is required to do, if the building scores below the national average. Additionally, we'll review a couple of new forms and explain which forms are being omitted &/or replaced. There will be time for general leasing discussion as well.

PURCHASING:

We'll review the documents required for a formal lease Request for Proposal (RFP) for space needs of over 10,000 sq. ft., and discuss how our new financial system (SMART) has impacted the process since implementation in July, 2010. Included in the discussion will be some detailed clarification regarding how to submit, what to submit and when to submit. There will be time for general leasing questions and answers as well.

We hope to see you again, if you are returning from previous training exercises, or if this will be your first training with us, we look forward to meeting you. If you have any questions, please feel free to call me @ 785-296-5909.

Linda Thomas

April 29, 2011 noon	Topeka	Eisenhower, O4A Auditorium *	9:00 AM to 12:00
May 6, 2011 noon	Salina	KHP Headquarters Rm. #58 **	9:00 AM to 12:00
May 20, 2011 noon	Wichita	NIAR building Rm: #307 ***	9:00 AM to 12:00
May 23, 2011 noon	Topeka	Eisenhower, O4A Auditorium *	9:00 AM to 12:00

* Park in the visitor parking section of the parking lot across 8th Street, on the North side of the Eisenhower Building. You must sign in at the front desk of the Eisenhower Building.

** Park in the lower level. Please note: No food or drink is allowed in the classroom.

*** Park in the lot immediately to the north of the NIAR Building. A yellow parking pass is required, which may be obtained from Elenore Walker located on the 2nd floor; exit the elevator; turn right; enter Room 214. The yellow parking pass must be displayed in the front windshield of your vehicle, or you will be ticketed by the WSU police.